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MANUAL

OF THE

AMERICAN FRIENDS' BOARD

OF

FOREIGN MISSIONS

FOR THE

ORGANIZATION AND GOVERNMENT

OF

MISSIONS

ADOPTED BY THE BOARD
October 7th, 1910

RICHMOND, INDIANA
1910

Thornwood Press, Knightstown, Ind.

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INTRODUCTION

In the preparation of this Manual, the Manuals of the American Board, the Foreign Mission Boards of the Presbyterian Church, the Reformed Church in America, and the English Friends were carefully examined. They are in absolute agreement upon every principle involved, and differ only in verbal expression. In this Manual we have incorporated the principles, and sometimes the language of these.

It is important to distinguish between the mission and the Native Church. The mission is solely responsible for the care of our mission work, and the expenditure of funds furnished by our Boards. No native has any right in that. On the other hand the Native Church is to be given as rapidly as seems expedient, the charge of its own affairs.

Missionaries will please preserve this Manual for frequent reference, regarding it as confidential as regards outside parties.

Supreme Aim of Missions

"The first aim of every missionary should be to make known the gospel of Christ. Whether this be by preaching, by the reading of scripture, by teaching, or by other means, it will be the duty and privilege of each missionary so to live and work as to endeavor to convey to the spiritual understanding of the people a sense of the love of God as revealed in his son, Jesus Christ, who has 'been manifested to put away sin by the sacrifice of himself.' Each missionary should seek to be the means of leading the people to realize experimentally that the gospel 'is the power of God unto salvation to every one that believeth.' Enquirers should be encouraged to exercise such belief, and converts should be taught to yield themselves to the control of the Holy Spirit, that they may know the power of the life in Christ and the joy of Christian service.

A love of the Bible, and diligence in reading it, should be inculcated by example and precept, and all should be encouraged to "search the scriptures" which are able to make "wise unto salvation through faith which is in Christ Jesus."

THE MISSIONARY

GENERAL REQUIREMENTS

Testing of Candidates. The Board provides a list of test questions for candidates, which are designed to make clear the qualifications for missionary work. Some of these are to be answered by himself, and others by those who have known him. They are in part medical.

The strain of missionary work requires a sound body, well trained mind, and a genuine Christian experience, with ability to draw others to a personal acquaintance with Jesus Christ. Mission Boards are increasingly feeling the importance of a thorough education, and tested power for service.

The missionary should go out with the expectation of life service. A short term of service is exceedingly costly. The first years are years of preparation, with low efficiency. Every additional year should be with increased power.

The wife of a missionary should have the same general qualifications as the husband, except perhaps in professional matters.

Power of language acquisition and adaptation decreases with age, and 33 to 35 years is about the limit of desirable candidates.

Acceptance. Final acceptance rests with the Board. The Board desires to get in touch with candidates as early as possible, so as to give them whatever of advice and assistance in preparation may be in their power.

Assignment. A candidate may be accepted some time before a suitable opening for service appears. In the assignment of field, consideration will be given to the desires of the candidate; but other factors may be equally important. Livingstone was accepted for China, but Africa proved to be his field.

Outfit. Family or friends should have the same joy in outfitting young people for mission life as for life at home. The constant reminders of such loving care will be a continuous source of joy when on the field, far separated from loved ones. An allowance may be made for outfit, at the discretion of the Board. Where house furnishings are provided by the Board, they will be considered the property of the Board, and are to be turned over to the mission when the missionary leaves the field.

Freight. Reasonable allowance for freight will be made by the Board.

Journey. The Board allows fare to the field by the most direct route, and least expensive class that will give ordinary comfort. This will be determined by the Board. Whenever missionaries choose another route or class, they must be responsible for extra expense.

Support. The support of missionaries varies in different fields according to the expense of living. It is determined by

by the Board after correspondence with the mission. The general idea on which it is based is that of giving a comfortable support to all missionaries, irrespective of their duties or position. Usually a house is provided, or house rent paid. The support of a man and wife is approximately double that of a single worker, with an allowance for each child under 18 years of age. A missionary remaining at his post while his wife returns home is usually paid only as a single worker. The support begins on their arrival at their station, and ceases when they leave, or on the termination of their connection with the Board. Salaries shall be paid at the end of each month, so far as practicable. All salaries cease at death; in cases, however, of a missionary left a widower with children, or of a widow similarly situated, the support shall be continued at the same rate until otherwise arranged in view of all the circumstances.

An allowance will be made for servants when by so doing missionaries may be freed for the more important work of the mission.

Support will be paid for children of missionaries according to scale determined by the Board.

Furloughs. The appointment of missionaries contemplates *service for life* if the Lord will. Occasional furloughs, however, are in complete accord with such service. The change afforded tends to preserve or restore the health and energies of the missionaries, and their presence at home tends to increase interest in mission work.

No uniform time for furloughs can be fixed upon; but it is suggested that in ordinary cases seven years be regarded as the minimum length of the first period of service. In some extreme climates, as Africa, a much shorter term of service seems necessary.

A missionary is not to assume that he is to take a furlough at the expiration of the minimum term of service, irrespective of his physical condition and the needs of the work; but if he completes that term of service in the possession of good health, he is to remain a longer period, the mission determining the

question as to when he shall return home, subject to the approval of the Field Committee, the rule and expectation being that the term of service shall approximate a longer period.

When leave of absence is granted, the Board will defray the expenses of the journey, by the most direct and economical route consistent with health, to the missionary's home. These expenses include freight only on personal effects necessary to be brought. All other freight, duties on curiosities, etc., must be paid by the missionary. Expenses of delays on the way, unless absolutely required by health or otherwise unavoidable, are not to be charged to the Board. Salaries cease on leaving the station, and they will receive funds from the station and mission Treasurers for the expenses of the journey, such funds to be charged to the Treasurer of the Board and at once reported to him, to be accounted for by the missionary on arrival home. Missionaries leaving the mission should always bring a certified statement of their account from the Mission or Station Treasurer as settled up to the time of their departure, or an order on the Treasurer at home for the balance due the missionary, so that their accounts with the mission may be closed.

Furloughs in all ordinary cases are for one year only, in addition to the time required for a direct journey from and to the mission fields. The time of leaving therefore, should be fixed with reference to a return at a suitable season of the year. It is expected that furloughs will be spent in this country. Tarrying in foreign countries should not be planned for except for urgent reasons, and after special permission has been obtained.

An allowance, if needed, will be provided for missionaries on leave of absence, to date from their arrival at destination in this country, the amount to be determined by agreement with the Board.

Home Work. Missionaries receiving an allowance shall utilize their time as arranged with the Board. Money received for any service shall be accounted for to the Board.

Vacation on Field. Such brief vacations on the field as may be necessary for the best interests of the mission force are

to be determined both as to time and length by the missions on the basis of plans submitted by the missions, and approved by the Board.

Missionaries granted brief vacations, either on the field or returning to the homeland, shall bear their own traveling expenses, unless in exceptional cases when the Board may make a special grant on the recommendation of the mission. Full salary to continue throughout the vacation.

Medical Expenses. At Stations where medical missionaries are laboring under commission from the Board, they are regarded as the physicians of the missionary families connected with the Board, to render such service to them without charge, and the Board does not engage to be responsible for expense incurred in seeking medical aid elsewhere. Where there is no medical missionary or other physician, the Board will be responsible for reasonable expense incurred in reaching or obtaining the nearest competent physician or surgeon. At stations where there is no medical missionary of the Board an allowance for medical attendance will be made, the amount to be included in the estimates as a station appropriation. When in exceptional cases this amount is necessarily exceeded, an application in regular form for special appropriation may be made to the Board. No medical allowance will be made for missionaries on furlough in the United States, except in circumstances of extraordinary necessity.

Funeral Expenses. In case of the death of any of the missionaries on the field, the Board will be responsible for reasonable funeral expenses. In making the necessary arrangements the survivors are to consider the probable effect upon their converts and other natives. We believe that simple and inexpensive arrangements will have a more lasting beneficial effect than any extravagant display. The Board will not be responsible for the cost of removal of bodies from their mission.

Language Study. The Board regards the ability to write, but especially to speak, the native language as an indispensable qualification for missionary service. To aid in securing this the

several missions are required, through a competent committee, to examine new missionaries at the close of the first and second years of service, and at such other times as the mission may deem wise, as to their knowledge of the native tongues, and report the result to the secretary of the Board in charge of the correspondence with the mission. No exemption from such examination shall be made without consent of the Field Committee.

Where it is necessary to procure special teaching, the expense will be borne by the Board. Such expense, however, to be refunded in case the individual fails to make progress to the satisfaction of the mission, or returns from the field before being authorized to do so by the Board.

Outside Work. The Board expects that no missionary will engage in business, or accept a commission to execute any kind of work, for personal profit while engaged in work for the Board, without the sanction of the mission and the Board. In case of work so approved, all remuneration received therefrom shall be paid to the Mission Treasurer of the Board.

Personal Interest in Property. The Board is strongly of opinion that it is undesirable for a missionary to acquire a personal interest in house or landed property in the field where he is at work. Situations may arise where a missionary's personal interest would clash with his duty, and other reasons may also be urged against such a practice. The sanction of the Board must be obtained before property is purchased for private purposes.

Withdrawal from Service. In the event of withdrawal from missionary service for reasons considered sufficient by the Board, it will defray the expenses of the journey to this country, provided said journey be made within six months from the date of withdrawal, and may make a grant of funds to meet exigencies in cases of special need.

Recall. "While a missionary is accepted by the Board in the expectation that his service may be life-long, the Board reserves its right to reconsider his position if at any time a missionary shall conduct himself in a manner inconsistent with his profession as a Christian and as a missionary associated with the

work of Friends; or even if the missionary shall display in his general character subsequent to his acceptance, the want of any quality necessary to a successful missionary. For instance, the inability to acquire a language after five years service in the field or his proved inability to work with others, will be considered ground to warrant the Board in considering whether it is to the interests of the mission to retain him as one of its missionaries."

THE MISSION

The mission shall consist of all missionaries appointed by the Board in a prescribed field, who have been one year on the field and have successfully passed the language test.

The Field Committee may constitute missionaries members in less than the years time.

Meetings. A regular meeting of the mission shall be held once a year. It shall keep regular minutes of its proceedings, copies of which are to be sent to the Field Committee and to the Board Secretary soon after each meeting, together with copies of all important documents presented at the meeting. With these should be sent letters giving full explanation regarding all points requiring action by the Board.

Delegates. Each station shall send one delegate to every meeting, and one additional delegate if there be more than five members in the station. The traveling expenses of delegates shall be paid by the Board, the same to be separately stated in the annual estimates. Members of a station who are not sent as delegates may attend the meetings of the mission at their own expense and participate in the deliberations. Each delegate has the right to vote, and by consent of the delegates this right may be extended to all members present. On questions of expenditure of funds and the location or retirement of missionaries a two-thirds vote shall be required. No missionary work, whether literary, educational or evangelistic, shall be undertaken or carried on by individual members unless approved by a two-thirds vote of the mission.

Powers of Mission. Subject to the final approval of the Board through the Field Committee, the mission shall have the following powers:

I. Over Missionaries.

(a) Assignment. The mission assigns and in general supervises the work of individual missionaries, to the end that all forms of labor may have the benefit of united counsel and may promote the interests of the work as a whole.

(b) Furloughs and Vacations.

(c) Language examinations.

(d) Matters affecting the usefulness of missionaries.

II. General Mission.

(a) Proposals concerning New Work or Enlargement. No new stations shall be established, or extended tours of exploration made except by vote of the Board, on recommendation of two-thirds of the mission.

(b) Matters affecting the good name of the mission.

(c) Mission Helpers; their character, work and pay.

(d) Annual reports to the Board.

III. By-Laws.

(a) Rules governing mission matters.

(b) Rules governing church matters.

(c) Rules governing school matters.

IV. Finance.

(a) Expenditure of funds according to annual appropriations.

(b) Making Annual Estimates. (See 'Estimates.')

(c) Applications for special grants in emergency.

V. Property.

(a) Purchase or sale subject to authorization of Board.

(b) Rental of property.

(c) Securing legal titles.

(d) Maintaining in repair.

Estimates. At each annual meeting the mission shall carefully prepare plans and estimates for the work of the coming year and forward to the Field Committee. The regular mission estimates should include taxes, repairs, insurance, expenses of annual meeting, and probable expense of furloughs as well as everything absolutely necessary for the work of the year, and the amount should be distributed according to the relative importance of each object. A further estimate may be prepared of additional objects and needs, arranged in the order of their importance, to be provided for so far as the income of the Board may allow. Grants in aid of churches, schools, pastors, and helpers should not be continued from year to year on the same scale, but gradually reduced by laying more and more of the amount upon the people benefitted, as they may be able to assume it.

Each station in preparing its estimates shall consult with the proper agents of the native church so as to secure its proper share in, and responsibility for, the support of all evangelistic and educational work. The amount given by the native church and the amount of help asked from the Board shall be clearly stated. The estimated receipts from the field shall be carefully stated, and also the estimated expenses, and only that amount shall be asked which is needed to meet the estimated deficit.

The Board will make its appropriations annually, after due consideration of the report of the Field Committee based on the estimates from the missions, and its own estimate of the probable receipts. In making its appropriations the Board will carefully study the relative claims of the different missions in view of their peculiar necessities and development. *No applications of individual members of a mission can be considered by the Board.* The concurrence of the mission is required. If, however, a missionary shall feel aggrieved by the action of his mission, he may have the right of appeal to the Board. Probable expense for furloughs should be included in the annual estimates.

Emergencies. The work when approved for the year,

must not be enlarged at increased expense without the sanction of the mission and approval of the Board.

In extreme emergencies, where immediate action is necessary, the expense if approved by the Board will be provided for by additional grants. If considered unreasonable, the mission must bear the responsibility. The saving of life or property from destruction would be proper emergencies.

It must be borne in mind that the Board is simply an intermediary between the home church and the missions. It endeavors to keep the work of the missions up to the probable receipts for the year. When, therefore, special emergency demands are made by one mission it is likely to cause embarrassment to all the missions. Missionaries must look beyond their own local needs to the welfare of the whole.

Special Appeals. It is the desire of the Board that the estimates should be so complete as to preclude applications from the field to churches, Bible schools, societies or individuals for special gifts. Such applications involve unjust discriminations in favor of some missions and missionaries, subordinate the judgment of the mission to private judgment, interfere with the regular income of the Board, and if right for one are right for all, and so militate against the purpose of the church in the establishment of the Board. It is expected that each missionary will aid in raising the amount required for the work formally recommended by the missions and approved by the Board. Special appeals should be made only when authorized by the Board.

Property. No property is to be purchased or sold, nor any building erected for the Board, without its sanction. None of its property is to be mortgaged or assigned for debt. All property given or purchased for its use shall be at once transferred to it, or be held in trust for it. Gifts on the field or from sources outside of the Board's Treasury for the erection of buildings on the property of the Board, or for enlarging or improving buildings already in use, or for acquiring new property, should be reported to the Board, and before these gifts are ex-

pended full plans of the improvements contemplated should be submitted to the Board for its approval. Title deeds of all property are to be duly recorded in the way required by the government within whose territory the mission is located; copies thereof, with diagrams of lands and buildings, to be sent to the office at Richmond, Indiana. All repairs on buildings shall be included in the general estimates, and no enlargement or alteration involving expense shall be made without the concurrence of the mission, and, if amounting to more than $100.00, the sanction of the Field Committee.

Property not in use and not likely to be needed for missionary purposes should be disposed of promptly, or as soon as a fair price can be obtained. Sales are to be authorized by the mission on terms approved by them and confirmed, in the case of real estate, by the Board. The proceeds of such sales should be credited to the Board and reported at once. Where property unused by the mission cannot be sold, it should be rented as advantageously as possible and the proceeds reported to the Treasurer of the Board; in such cases the character of the tenant and the proposed use of the property should be carefully considered.

THE STATION

The station consists of a local field, where at least one missionary resides. Each station shall have control of the missionary work within its field, under the direction of the mission. New stations can be established only by action of the Field Committee on recommendation of the mission.

Reports. Each station shall prepare at the close of the mission year, reports, both statistical and general, of the various departments of its work, and submit them to the mission at the annual meeting. Each missionary also shall prepare a brief personal report of his or her labors during the year, to be submitted to the mission. All these reports should be reviewed by the mission, and forwarded to the Board through the Field Committee, with the missions judgment thereon. It is expected that

each station will keep in close touch with its Field Committee through at least quarterly letters.

Mission and Station Secretaries. Each mission or station shall choose for itself a secretary, who shall be changed as seldom as possible, and whose duties shall be to conduct all official correspondence, and make out all reports; to keep all minutes and official papers on file; and to see that all official letters of the Board intended for them are seen by each missionary. The Secretary shall preside at all meetings. All payments shall be made on order of the Secretary.

Mission and Station Treasurers. Each mission or station (as the Field Committee shall direct) shall appoint a Treasurer to be approved by the Field Committee. He shall keep in official books clear and correct accounts of all receipts and payments, and shall have vouchers for the latter, and keep files of all official correspondence belonging to his department. He is the agent of the Board for the distribution of the amount appropriated for his mission or station, and is responsible to the Treasurer of the Board for all funds forwarded by him; these funds shall be kept in a bank or other safe depository approved by the mission. There is no warrant for assuming liabilities on behalf of the Board, without the actual consent of the Board, and the Board has the right to repudiate any such obligations. The receipt of remittances is to be officially acknowledged by the Mission or Station Treasurer, and for all such funds he must return an annual report to the Board through its Treasurer, duly audited by a committee of not less than two, appointed for such purpose by the mission at its annual meeting.

The Treasurer of the Board may require from time to time concise statements of the mission or Station Treasuries; but the full detailed statement must be made once a year. At the end of the year all unexpended balances and unused appropriations revert to the Treasury of the Board.

Relation to the Native Church

The prime object of mission work is, as soon as possible, to establish in every land a "*self-propagating, self-supporting, and self-governing Church.*" Converts should be made to feel from the beginning, that they are responsible for the evangelization of their own people. All native workers should feel their responsibility for their own people, and the native church should feel the responsibility for their support. In early stages grants are made to assist the Native Church in this, with the understanding that these grants are to be made less from year to year, as the Native Church becomes better able to support its own work (see 'Estimates', page 11). No native worker should be regarded as in the employ of the mission or a foreign Board. A mission is successful in proportion as it is able to produce a Native Church that is able to stand alone without further assistance from the mission. Put responsibility on the natives; for responsibility develops power. Do not be over hasty in placing high official position on any until thoroughly tested; but do not fear to put the test. Avoid arbitrary rule over them, but firmly lead. As far as possible let authority be advisory. Cultivate love and confidence.

Relation to the Work of Other Boards

Church leaders are coming to feel that we have no right to perpetuate our denominational divisions on foreign soil. The future ideal is one Christian church for every land. Hence all our work should be done in such a way as to make the ideal the real. Naturally the organization at the first will be after our own order. But peculiarities should not be over emphasized. The spirit of fraternity with other churches and their workers should be cultivated.

There should be no proselyting of converts or workers. We should preach the gospel according to our own convictions of truth, but always with the clear conviction that God accepts as

members of His family those of other convictions. Therefore we should cultivate fellowship with all whom He accepts. Fellowship is vital. Our differing views are not necessarily so.

Those positive doctrines which as a Christian body we have always emphasized,—the Baptism with the Holy Spirit, the perpetual Spiritual Communion, the un-Christian character of War and Oaths, are now being generally received by Christians, and can be strongly emphasized anywhere. On the question of the Ordinances, which so unfortunately divides the Body of Christ, let the principle of Galatians 5: 6, be emphasized. In the moving of converts from place to place, give and receive letters of commendation to fellowship and church membership. Foster every effort for better mutual understanding, the harmonizing of methods of dealing with native converts and workers, and closer co-operation. Never receive members of other churches without knowing they have been dismissed in good standing. Let all our praying and working be in unison with the last great prayer of our Lord for His disciples before He went to the cross. John 17: 20, 21.